



80 Wood Street, Mackay Qld 4740

Phone: (07) 4944 0222

Fax: (07) 4957 2400

Email: reception@mackayrentals.com.au

Email: reception1@mackayrentals.com.au

•Specialising in Property Management•

RESIDENTIAL TENANCY APPLICATION

Each person over 18 years MUST fill out individual application form

(recommended 16years and over)

Date: _____

Proposed No. of Occupants: _____

Property Applying for: _____

APPLICANT DETAILS			
Given Name/s:		Surname:	
Home Phone:	Work Phone:	Mobile:	
Email:		Date of Birth	
Number of Dependants:		Ages:	
Drivers Lic/18+ Card:	Passport:	Visa Expiry Date:	
CURRENT ADDRESS			
Property address:			
Please Circle: Property Owner or Rental/Tenant		Length of Occupancy:	
Lessor/Selling Agent:			
Phone:	Fax:	Contact Name:	
Email:		Reason for Vacating:	
1. PREVIOUS ADDRESS			
Property address:		Length of Occupancy:	
Lessor/Selling Agent:			
Phone:	Fax:	Contact Name:	
Email:		Was Bond Refunded in Full?	
2. PREVIOUS ADDRESS			
Property address:		Length of Occupancy:	
Lessor/Selling Agent:			
Phone:	Fax:	Contact Name:	
Email:		Was Bond Refunded in Full?	
PETS			
Please supply breed and description:			
CAR REGISTRATION			
Reg.No.	State:	No of Other Proposed Vehicles at residence:	
EMPLOYMENT			
Current Occupation:			
Period of Employment:			
Employer:		Employer Phone No:	
Address:			
Contact Name:		Phone:	
Gross Wage:		Nett Wage:	
CENTRELINK: YES / NO		If Yes, please supply Centrelink statement	

SELF EMPLOYED

Business Name:			
Address:			
Phone:	Industry:	How long?	
Accountant:	Contact:	Phone:	
PERSONAL REFERENCE (Must be over 18 years old and not related)			
Name:		Name:	
Phone:		Phone:	
Address:		Address:	
Relationship:		Relationship:	
BUSINESS / WORK REFERENCE			
Name:		Name:	
Phone:		Phone:	
Address:		Address:	
Relationship:		Relationship:	
OTHER RELATIVE NOT LIVING WITH YOU			
Name:		Phone:	Relationship:
Address:			
NEXT OF KIN/PERSONAL REPRESENTATIVE (Whom does not reside with you)			
Given Name/s:		Surname:	
Relationship:		Address:	
Phone:	Mobile:	Email:	

Easybondpay is available through Mackay Rentals.

If you are approved for a property through Mackay Rentals, you are instantly approved for Easybondpay, with no supporting documents required. Ask us for more information. Please be aware that Mackay Rentals will received a commission from Easybondpay if you choose to use this service.

What we need to process your application:

- **Each person over 18 years MUST fill out individual application form.**
- **Between 2 - 5 years of previous address history – does not need to be rental history.**
- **If you own your home, we require a copy of the current Council Rates Notice**
- **The Disclaimer form to be filled in completely and signed.**
- **Rental reference form to be signed - This is required as part of the privacy act**
- **100 points of ID one of which must be a Photo ID with Date of Birth**
- **e.g. Drivers Licence, 18+ID card, Passport**
- **Visa (if applicable) original must be sighted**
- **Current employment details & Payslips – last 4 payslips**
- **If you lived with your parents/Guardian and have them down as a previous address, we require their Names and phone number**

Thank-You

DISCLAIMER / AUTHORITY

I, the said applicant do solemnly and sincerely declare that the information contained in the application is true and correct and that all the information was given of my own free will. I further authorise the letting agent to contact and or conduct any inquiries and or searches regarding the information and references supplied in this application. I acknowledge Mackay Rentals will check T.I.C.A. data base to check if I am listed, Mackay Rentals will notify me in writing, if I am listed and the contact details of T.I.C.A.

I have been informed, understand and agree to the conditions listed below No's 1 to 10 and declare I have the legal capacity to enter into a Tenancy Agreement.

1. I have inspected the property located at: _____
2. I have of my own accord decided that I wish to rent the aforementioned property commencing ____/____/____ for a period of _____, the rental for the property is to be \$_____per week and that this rental is within my means to support. The rental for the said property is to be paid every 2 weeks and is to be 2 weeks in advance at all times.
3. The bond for the aforesaid property will be \$_____ and undertake to pay the said bond & first two weeks rent by bank cheque on / before signing the tenancy agreement.
4. The acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
5. ***Mackay Rentals is a cashless office and if my application is successful, I am to arrange for the rent to be paid by 1 of the following options:***
 - **Centrepay / Direct Deposit / Money Order / Internet Banking / Bank Cheque.**
6. Should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
7. ***If this application is not accepted, the agent is not required or obligated to disclose why, or supply any reason for the rejection of this application.***
8. ***Should this application be unsuccessful, all information will be destroyed within 24-48 hours of the decision to refuse accommodation.***
9. If your application is successful and you subsequently default in your Rental payments over the Bond amount or a Tribunal order is issued to you, your name will be automatically listed Nationwide as a defaulting Tenant with the Tenancy Information Centre of Australia (TICA).
10. The rent on the property may be subject to change as per the owner's instructions.

PRIVACY ACT ACKNOWLEDGMENT

In accordance with Section 18n(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all Credit providers, Real Estate Agent, Private Landlord, Tenant Databases (T.I.C.A.) and References named in this application. I understand this can include information about my credit worthiness, credit standing, credit history, credit capacity or tenant history. I understand this information may be used to assess my application. All information on application will be verified.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted

Applicants Name:

Applicant Signature:

Date Signed:

If you are receiving an income from Centrelink – please submit an income statement from Centrelink with your application.

AS PER PRIVACY ACT 1998, COLLECTION NOTICE OVER PAGE

NOTICE TO ALL
RESIDENTIAL TENANCY APPLICANTS

The properties managed by this office are protected by the Barclay MIS Landlord Protection Plan.

Before any application will be considered, each applicant must achieve a minimum of 100 check points; (please include photo identification if possible).

Last 4 rent receipts and / or Tenant Ledger (must include date paid and period of payment)	#50 points
Drivers Licence (front & back) or Passport	#50 points each
Other Photo Id with Date of Birth	#30 points each
Health Care Card / Pension Card	#30 points each
Birth Certificate / Marriage Certificate	#30 points each
Medicare Card / Bank Key Card / Credit Card	#20 points each
Current Motor Vehicle Registration Papers	#20 points
2 References from previous lessor/agent	#20 points
Telstra Account / Electricity Account etc.	#20 points each
Bank Statement	#20 points each

All applications for tenancy are referred to Barclay MIS / TICA for confirmation of details supplied.

No application will be approved until all details have been referred to Barclay MIS / TICA.

Collection Notice;

The personal information that the prospective lessee/tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including the lessor/s, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of tenancy may be disclosed to the lessor, third party operators of tenancy reference databases and/or other agents.

If the applicant would like access to the personal information the Agent holds, they can do so by contacting Mackay Rentals Pty Ltd, 80 Wood St, Mackay Qld 4740. Ph (07) 4944 0222, Fax (07) 4957 2400 or email rentals@mackayrentals.com.au. The applicant can also correct this information if it is inaccurate or out-of-date.

If the information is not provided, the Agent may not be able to process the application.

PM.....

RENTAL REFERENCE

In accordance with the Privacy Act I/We the undersigned authorise the recipient of this fax or email request, to give information to MACKAY RENTALS PTY LTD, regarding My/Our Rental History.

I/We understand this information will be used to assess My/Our application

Name

Name

Signature

Signature

Date Signed

Date Signed

Address of Property Rented

Real Estate Agent/ Private Landlord

All information supplied to Mackay Rentals is treated confidentially.

OFFICE USE ONLY FOR TABLE BELOW

OFFICE USE ONLY		Previous Agent Comments
Period of occupancy?		
Weekly rent amount paid?		
Was the applicant listed on the lease?		
Number of occupants?		
Did your office terminate tenancy?		
Was the lessee ever in arrears?		
Were Inspections satisfactory?		
Any remedies & reason?		
Was the yard / gardens maintained?		
Pets kept with/without permission?		
Notice to leave & reason?		
Date vacated?		
Was the property left clean & tidy?		
Bond refund details?		
Details of disputes with applicant?		
Outstanding monies?		
Would you rent to this tenant again?		
Confirmed by & phone number?		

Please include a copy of the tenant ledger

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